

North Carolina Department of Transportation
Special Event Request Form

This request form is required for all special events being held within the right-of-way of State Highway System roads. Special events include one-time, annual, or periodic bicycle races, marathons or other foot races, festivals, charity walks, parades, or other events outside of the normal usage of the State Highway System. **This request must be submitted to the appropriate Division Traffic Engineer(s) where the event will be held at least ninety (90) days prior to the scheduled beginning of the event.** See "Contact Information" in the "Request a Special Event" section at the following URL:

<http://ncdot.org/doh/preconstruct/traffic/safety/special/>

Section A: Event Information

Name of Event: _____

Type of Event: _____

Location (Cities/Counties): _____

Event Date(s): _____

Event Time(s): _____

Primary Sponsoring Organization: _____

Anticipated number of participants (estimate): _____

Approximate distance: _____ miles

Is this a race, competition, time trial, etc. (winners, prizes, placements): ☐ Yes ☐ No

Temporary lane and/or road closures are requested: ☐ Yes ☐ No

A map of the proposed route must accompany this form. Describe the event in more detail making sure the description matches the map provided:

Section B: Contact Information

Director/Organizer Name: _____ Email: _____

Mailing Address: _____

Telephone 1: _____ Telephone 2: _____ Fax: _____

Section C: Bicycle Race Information

This section is only for information specific to bicycle races. Skip this section if this is not a bicycle race.

Club affiliation/sponsors: _____

Type of course: ☐ Totally Closed ☐ Partially Closed ☐ Totally Open

Type of race: ☐ Criterium ☐ Road Race ☐ Time Trial ☐ Stage Race

Sanctioned by the United States Cycling Federation? ☐ Yes ☐ No

Do you plan to use a lead vehicle? ☐ Yes ☐ No

Is this a law enforcement officer and vehicle? ☐ Yes ☐ No

What is the purpose of the lead vehicle? ☐ Yes ☐ No

Do you plan to use a rear support vehicle? ☐ Yes ☐ No

Is this a law enforcement officer and vehicle? ☐ Yes ☐ No

Will this rear support vehicle disqualify racers it passes? ☐ Yes ☐ No

What type of emergency medical service will be available? ☐ Yes ☐ No

How do you plan to notify residents along the route, as a safety/informational service?

Section D: Support Material

The following support documentation must be attached to this request before it will be considered. For details specific to bicycle racing go to <http://www.ncdot.gov/bikeped/bicycle/racing/default.html>.

1. Detailed location(s) of event including maps indicating event route(s).
2. Written support for the event from all local governments whose jurisdiction the event is being held in.
3. Written acknowledgement and approval by local law enforcement and/or the State Highway Patrol. However, written approval from law enforcement is not a guarantee of final approval from the Division Traffic Engineer.
4. Type and description of any proposed temporary lane closures, road closures, traffic control and signing with appropriate maps, sketches, detour routes, and a letter from the agency providing the temporary closures, traffic control, and/or signing accepting responsibility for such.
5. Statement of liability waiver to the North Carolina Department of Transportation.

Note - It is preferred that this information be submitted electronically via email. However, sending two hard copies via certified mail to the appropriate Division Traffic Engineer is also acceptable. See the "Request a Special Event" section at the following URL for contact information: <http://ncdot.org/doh/preconstruct/traffic/safety/special/>.